

Minutes from Registration Committee Meeting
April 9, 2010

In attendance: Cecilia Vore, Debbie Theis, Ruth Bean, Beth Stevenson, Jacqi Tanzer,
Elaine Hickey

The meeting was convened at 7:45 pm by Cecilia Vore. Cecilia was chosen as chair by the committee members.

A. The committee discussed ways to divide up the responsibilities of the committee with assignments as following:

1. Attend Advisory Committee—this will be rotated among members. Cecilia will send out a schedule.
2. Coordinate committee elections—Debbie Theis
3. Coordinate Fall referendum—Jacqi Tanzer
4. Coordinate Welcome Packets—Ruth Bean
5. Secretarial/Budget—Beth Stevenson

Beth will continue to take minutes. Cecilia questioned if we really need to have a budget as most of our election expenses come out of the town administrative budget. The only time we need our own money is when a special referendum occurs. We should clarify this with the town treasurer and town chair. Beth will contact town officers during town office hours to suggest that our budget be reduced when the budget is drawn up in the fall. Cecilia estimated that we would need approximately \$200/year to cover Welcome Hither costs. Our election printing bills are charged to the town. Beth will also see that committee communications are in compliance with Delaware Sunshine Laws. This involves posting notice of meetings/topics 1 – 2 weeks prior to the date held by putting notice on the three bulletin boards and contacting Danny Schweers to put it on the Arden web site.

6. Record keeping/registration records—Cecilia Vore. Cecilia has a data base to keep track of eligible voters. It is primarily used for the ACRA phone book. The registration committees from Ardentown and Ardencroft are also welcome to use it.

Regarding Advisory meeting:

Cecilia will give the responsible committee member a current committee roster to take to each Advisory meeting. Each chair will be asked to review it and sign off that it is accurate and to give notice of upcoming position openings. BWVC needs to present 2 candidates for election at the June town meeting. The candidates should be presented at the June Advisory meeting.

B. Cecilia provided a brief orientation to the Registration Committee resource manuals:

1. Active records—contains current year committee lists, most recent election results, and referendum results. It also contains procedures for votes held at town meetings.
2. Archive notebook—all records from previous years. This will be kept in the town office. Beth will find out how long it is necessary to keep these records according to Sunshine Laws.

3. Welcome Hither packets—list of contents and recipients. We are currently caught up with the distribution of the packets. The Trustees currently give out a packet of information to new homeowners. We will put a flyer giving notice of additional information to come in with the trustees' packets. The registration packets go to both homeowners and renters. Ruth is the keeper of the record of new residents who have been given the *Arden Book* as well as a record when someone has bought a copy. We need a network of people in “neighborhoods” that can deliver packets to new residents that are nearby.

C. Discussion of absentee voting.

Cecilia will write a proposal and send it to Registration Committee members. It will include a statement that voting is to be held at Town Meetings. There are other town meetings with voting required at the meeting with only some specific exceptions for absentee voting. A person would have to have valid reasons and may require an affidavit. The committee needs to clarify that it is only for “regular attenders” and a way to define that term is needed. Cecilia will also research how to make it a policy (does it need to be read three times like an ordinance?) It also needs to be determined if it would require a change to the Act to Incorporate. We do not want to redefine the term “Town Meeting” as it refers to “those who attend town meeting”.

The committee briefly discussed the problem of voters not knowing the candidates who are on the committee ballot. Could we post bios on the web or give each person time to make a brief statement at the January town meeting?

The meeting concluded at 9:30 pm.

Respectfully submitted,

Beth Stevenson